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Gray Davis
Governor

MEMORANDUM

TO: All Managers and Supervisors

FROM: Cindy Francisco
Safety Coordinator

DATE: February 1, 2000

SUBJECT: SAFETY MEETING IDEAS -- FEBRUARY 2000

Suggested issues to discuss during your next meeting are:

1. Safety Information Available on ARB Inside

How do you find the safety information on ARB Inside? Click on "Administrative Services" located on left side. Scroll down and click on "Safety." From there you can locate: Emergency telephone numbers for Sacramento and El Monte; facility specific information for each building and includes procedures on how to evacuate; frequently asked questions; safety meeting information where you will find this and past copies of ideas; and what to do in an emergency, such as earthquake, bomb threat, etc.

2. Some Tips to Prevent Repetitive Motion Injuries

- Locate your keyboard directly in front of your monitor
- Have your monitor height to your eye level
- Keep your keyboard either level or at a negative tilt and at a comfortable height
- Watch out for "extended reaches" -- can you move that item closer to avoid the extended reach? Or can you get out of your chair to eliminate the extended reach all together?
- When reading your screen or downloading a file, relax your hands in your lap or by your side rather than on the keyboard
- Vary your tasks during the day so you don't sit or stand for extended periods of time. Just a quick stretch can do a world of good!
- For more ideas, you can read the booklet Arranging Your Workstation to Fit You or The Computer Users Handbook.

3. Rape Prevention

Rape is a serious topic. Read the attachment to learn about rape prevention and how to prepare yourself and your staff with precautions.

Document your meeting by using Form HS-1 "Safety Meeting Report" which I have attached for your convenience. This can also be used, if you choose, to route the information to each employee. This record should be kept in your files for one year.

Attachment

cc: Administrative Liaisons

RAPE –Arm Yourself With Precautions



Walk with a companion whenever possible and carry a rescue whistle on your key ring.

telling him they have a sexually transmitted disease or heavy period or by distracting him. However, avoid begging or pleading. A rapist enjoys having power over his victim. Begging or pleading simply gives in to the rapist's needs and may embolden him.

If a woman has practiced fighting techniques in a self-defense class, and she feels it's safe to fight back, she should do so. Some instructors recommend using her keys or fingers and aiming for the attacker's eyes or throat. Depending on her

training and skill she may also use a forceful kick to the groin, stomp on the attacker's foot, kick his shin with her heel or give a hard chop to the throat.

At some point, however, a woman may have to decide whether to risk her life or do what she's told by the attacker in order to save her life. If a woman gives in to a man because she fears for her life, she may wonder afterward if it's still rape. She should know that if she said "no" or resisted in any way, the man has committed the crime of rape. It doesn't matter where it occurred, what the woman was doing beforehand or what she was wearing.

Reporting a Rape

No woman likes to think about being raped, much less plan what to do after a rape. However, knowing ahead of time what to do in case of rape can help you take charge of your life and may increase your chances of getting the rapist arrested and convicted. Reporting a rape to the police is important.

When you report it, resist the desire to shower or change clothes. Go from the police station to a local hospital for evidence collection and treatment. Schedule an appointment with your healthcare provider to check for any sexually transmitted diseases and to address any questions you may have. You may also benefit from contacting a rape crisis center or counselor who specializes in helping women recover from rape.

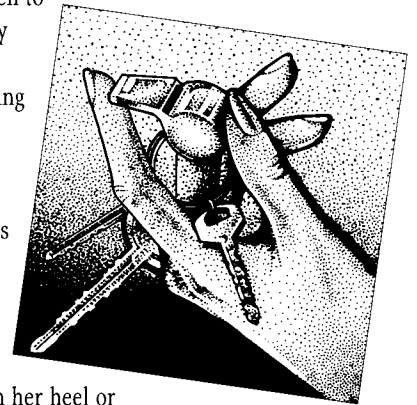
If someone you know has been raped, give her love and support. Remember, no matter what she was doing before the attack, she did not ask to be raped. She needs your support and empathy to recover emotionally and get on with her life.

When some women think of rape, they worry about a strange man following them down a dark street or someone breaking into their house. The fact is, eight out of 10 rapes are by a man the woman already knows. All women can and should be prepared to defend themselves in the event of assault.

Handling the Confrontation

The best defense for a woman who's attacked is to make plenty of noise. She can get attention and may discourage the attacker by blowing a whistle, yelling "Fire!" or breaking a window.

Some experts advise women to stall the attacker by calmly trying to reason with him,



Preventing Rape

Women who know how to protect themselves from attack follow these guidelines:

- They keep doors and windows locked at home and may invest in a "security system," such as a dog.
- They walk with a companion whenever possible.
- If they must walk alone, especially at night, they stay away from unfamiliar neighborhoods and avoid areas that are poorly lit or deserted.
- They stay alert to their surroundings and walk in a purposeful, confident manner.
- They wear shoes and clothing that won't restrict movement or prevent them from running away.
- They keep a rescue whistle handy on a key ring and use it if they feel they're in danger.
- They would rather park on a well-lit street (and risk having to pay a parking ticket) than in a dark parking garage with no valet present.
- They have keys out when approaching their car. Before they get in, they check to see that no one is hiding inside.
- They avoid "blind" dates from newspaper ads, go out with another couple on a first date and take a cab home if their date gets drunk or drugged.
- They always have change for a phone call and money for cab fare but would never enter an unmarked "taxi."